

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**  
May 20, 2003

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**FROM:** DONALD WILLIAMSON  
Assessor

**SUBJECT:** CLASSIFICATION ACTION

**RECOMMENDATION:** Approve the reclassification of position #06497 from Automated Systems Analyst II, Administrative Services Unit, R60 (\$49,442 - \$63,190) to Business Systems Analyst III, Administrative Services Unit, R67 (\$58,677 - \$75,005).

**BACKGROUND INFORMATION:** A classification study was conducted by Human Resources Department and approved on February 19, 2003. The Assessor's Office is heavily reliant on the utilization of automated systems to perform their daily activities. In order to ensure optimal performance, it is critical to have a knowledgeable, experienced Business Systems Analyst. The basis for the request to reclassify the Automated Systems Analyst II position to a Business Systems Analyst III is in recognition of the fact that the responsibilities of this position have dramatically increased as the size and scope of the Assessors PIMS system have increased. The scope of duties including New PIMS project leader, translating work processes into business requirements, and automation of manual business processes exceeds the responsibilities of an Automated Systems Analyst II. The incumbent in this position performs a critical function in directing the production of the assessment tax rolls.

**REVIEW BY OTHERS:** The proposed action has been reviewed by County Counsel (W. Andrew Hartzell, Deputy County Counsel) on May 6, 2003; Human Resources (Linda Matthews, Classification Section Manager) on May 8, 2003; Information Services Department (Leyden Hahn, Chief Information Officer) on May 8, 2003; and the County Administrative Office (Tracy Lindsay, Administrative Analyst) on May 8, 2003.

**FINANCIAL IMPACT:** The additional cost of reclassifying this position for the remainder of the fiscal year is \$462. This increased cost will be funded by salary savings achieved throughout the year to meet the 4% spend down plan. The full year additional cost of \$4,015 for this position will be funded by an increase in Assessor revenue from the collection of taxes/penalties. If approved, the following are the recommended changes to be incorporated in the FY 03-04 Budget:

- AAA ASR ASR 1010 Regular Salary \$4,015
- AAA ASR ASR 8160 Current Assessments \$4,015

**COST REDUCTION:** The County Administrative Office has reviewed this agenda item and concurs with the Human Resource Department recommendation which is based on the increased scope of duties and the increased size of the Assessor's PIMS System.

Based on the latest actuals, the increase in revenue is deemed reliable. However, if the revenue is not available for future years, the Assessor's Office must adjust their budget accordingly.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Mark Mosher, Dept IS Manager, 387-6584

Record of Action of the Board of Supervisors

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